

Luma Budget Quick Reference Guide (QRG)

One-Time Operation & Capital Outlay (6700)

One-Time Operation & Capital Outlay (6700)

Initiator: Any budget employee

Reason: To fill out the necessary forms in the budget.

This form captures the data that will flow through to the One-time Operating Exp & Capital Outlay report (B7). One-time Operation and Capital Outlay (6700) Budget Form will allow agencies to prioritize all the needed replacement and maintenance purchases in one form.

Selecting this form will bring up the Summary Overview Screen. Agencies should have just one Parent Transaction to submit that can prioritize all Agency needs.



One-time Operating and Capital Outlay (6700)

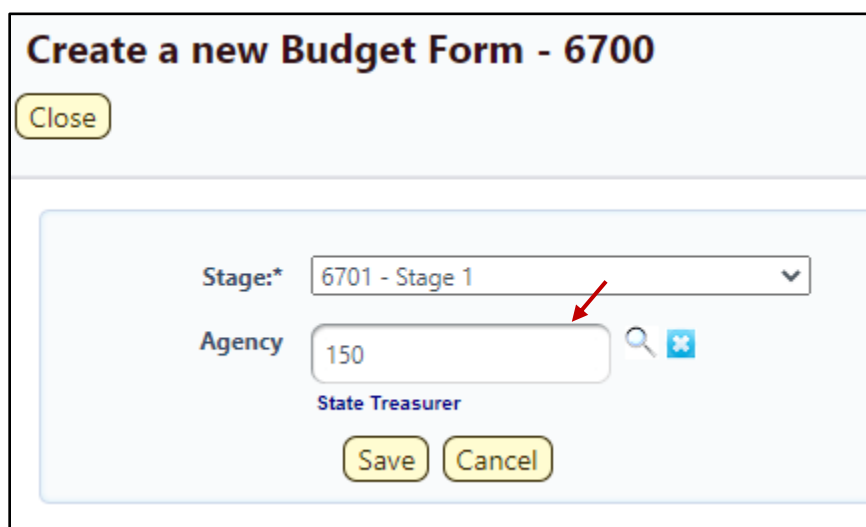
Quick Search:
Enter search criteria here... [Show Advanced Filters](#)

Record Actions:
[Add New](#)

Form ID	Description	Stage	Agency	Form Rows	Last Update	Last User	Submit	Actions
There are no records available.								

Records per page: 50 [v](#) - Records: 0 - Page:

Select **"Add New"** to start creating the Parent Transaction.



Create a new Budget Form - 6700

[Close](#)

Stage:* 6701 - Stage 1 [v](#)

Agency 150 [v](#) [+](#)

State Treasurer

[Save](#) [Cancel](#)

Select the appropriate **Stage** and the appropriate **agency** (the users must select their agency from the magnifying glass).

Select Save when complete.

Once saved, the system will bring up the Header Tab.

Header Tab:

No narrative is needed for this Budget Form. The Name of the Parent Transaction should be the appropriate Agency name.

Budget Form Header

Comment HistoryCommentSubmitClose

Instance ID	Form Definition	Definition Name	Name	Agency
3324	6700	One-time Operating and Capital Outlay (6700)	State Treasurer	150

Stage Code:*

6701

Stage 1

Agency

150

State Treasurer

Header

One-Time Requests

Attachments

Name:*

State Treasurer

Save

Analyst's Comments:

Note: The Analyst Comments text field is reserved for the Analyst and should not be used for agency comments.

One-Time Requests:

Select the **One-Time Requests** Tab.

Budget Form Header

Comment History

Comment

Submit

Close

Instance ID	Form Definition	Definition Name	Name	Agency
3324	6700	One-time Operating and Capital Outlay (6700)	State Treasurer	150

Stage Code:*

6701

Stage 1

Agency

150

State Treasurer

Header

One-Time Requests

Attachments

This will open up the screen below where requests can be entered and prioritized.

There are three options:

1. Add items line by line using the “Add New”.
2. Add items line by line by using the “Copy”.
3. “Export” and “Import” a list of items and priorities.

Budget Form Lines

Close
Export
Import
Refresh

ID	Form	Agency	Form Name	Total Request
3324	6700	150 - State Treasurer	One-time Operating and Ca	\$0

Quick Search

Enter search criteria here...

Actions

Add New
Copy

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	DU*	Account*	OG / OT*	Item #	Item / Description*	Priority*	Current Mileage	Date Acquired	Quantity In Stock	Requested Quantity*	Unit Cost*	Repair, Replace Alteration Requests*
There are no records available.																		

Records per page: 50

Records: 0 - 0 of 0 - Pages: 1

Add New will bring up the Budget Form Entry – Add New Line screen below. This screen has several fields that will not fit on one screen view, so be sure to scroll down to see all the fields, and to fill in all the applicable fields as necessary.

Budget Form Entry - Add New Line

Page Actions:

[Close](#)

Form ID	Form Definition
3324	6700

Approp:*	Fund:*	DU:*	Program:	Item #:*	Project:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>
			Not Assigned	Line 1000	Not Assigned

OG / OT:*	Account:*	Org Unit:
<input type="text" value="OT"/>	<input type="text"/>	<input type="text" value="0"/>
One-Time		Not Assigned

[Save](#) [Cancel](#)

Item / Description:*

Date Acquired:*

Priority* :

Current Mileage:

Quantity in Stock:

Audit Text:

Audit Text:

Audit Text:

Fields:

There is NO calculation to create the totals in the form	Requested Quantity*: <input type="text" value="0"/>	Audit Text:
	Unit Cost* : <input type="text" value="0"/>	Audit Text:
	Repair, Replace Alteration Requests*: <input type="text" value="0"/>	Audit Text:

Do Not use these Audit Text boxes

1. **Approp** – Fill in the desired appropriation unit. The list is provided in a dropdown if necessary.
2. **Fund** – Select the fund using the dropdown or by typing in the box.
3. **DU** – For the 10.3x series, there is a counter provided on this dropdown; the 10.31, 10.32, etc. is in the “add new line” screen for agencies to have the ability to separate different requests by DU number. These will show up together on the same budget form and/or report. This is why the counter is not on the Header tab as it is on other budget form counters.
4. **Program** – This is an optional field. If not utilizing the field, leave the zero in place.
5. **Item #** – Items will need to be assigned an individual Items# so that if the item(s) utilizing the same accounting string (Approp., Fund, DU, and Account) do not roll-up and sum the lines together. If this occurs, it will also replace the Item/Description made to the last entry. Items needing to be placed together, for example; a pick-up with a hard-top cover, can have the same Item # so that the Analyst understands that the requests are together.
6. **Project** – This is an optional field. If not utilizing the field, leave the zero in place.
7. **OG/OT** – The only selection is One-Time (OT).
8. **Account** – Add the appropriate summary account.
9. **Org. Unit** – This is an optional field. If not utilizing the field, leave the zero in place.
10. **Item/Description** – This is the narrative on what is being requested.
11. **Date Acquired** – If this information is available, place it in this text field. If not, provide an explanation.
12. **Priority** – This can be filled out at a later time and the ability to pencil edit as the final decisions are being made.
13. **Current Mileage** – This will need to be provided for requests for vehicle replacements.
14. **Quantity in Stock** – Provide this number if asking for replacements or an increase to stock-on-hand.
15. **Requested Quantity** – How many items are being requested.
16. **Unit Cost** – This is the individual price per unit.
17. **Repair, Replace Alteration Requests** – Total price of what is being asked for.
 - **Note:** The system will NOT calculate the total price with the requested quantity and unit cost. This is a manual entry. If agencies are importing their lists, formulas in the spreadsheet can be created to calculate the extended price. When uploading the spreadsheet, the totals will be carried forward to the Budget Form. Once all the information has been entered and saved.

The “Copy” option will fill-in all of the fields only as demonstrated below and the rest of the form will need to be filled in with the new request.

Note: There are no mathematical checks in this form. It will be up to the agencies to ensure the correct amounts are populated in the request.

All of the fields that are filled in can be edited.

The screenshot shows a form with the following fields and values:

- Approp*:** STAA (State Treasu)
- Fund*:** 10000 (General Fun)
- DU*:** 10.33 (Repair, Repl)
- Program:** 0 (Not Assigned)
- Item #*:** 1000 (Line 1000)
- Project:** 0 (Not Assigned)
- OG / OT*:** OT (One-Time)
- Account*:** 740 (Computer Equip)
- Org Unit:** 0 (Not Assigned)

Buttons for "Save" and "Cancel" are visible at the bottom right.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	Total Request
3324	6700	150 - State Treasurer	One-time Operating and Ca	\$25,000

Quick Search:

Actions: Add New Copy

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	DU*	Account*	OG / OT*	Item #	Item / Description*	Priority*	Current Mileage	Date Acquired	Quantity In Stock	Requested Quantity*	Unit Cost*	Repair, Replace Alteration Request*
1		STAA	10000	0	0	0	10.33	740	OT	1000	Replacement computers on the 4 yr cycle.	2	0	Aug, 2017	0	10,000	2,500	25,000

Records per page: 50

Save All Cancel All Records: 1 - 1 of 1 - Pages: 1

The entry will appear in the line item detail on the Detail tab.

Note: There is no line item delete, so if a mistake is made, either zero out the line item or delete the parent transaction and start over.

Budget Form Lines

Close Export Import Refresh

ID	Form	Agency	Form Name	Total Request
3332	6700	150 - State Treasurer	One-time Operating and Capital	\$145,000

Quick Search
Enter search criteria here...

Actions:
Add New Copy

Row	Audit Trail	Approp*	Fund*	Org Unit	Program	Project	DU*	Account*	OG / OT*	Item #	Item / Description*	Priority	Current Mileage	Date Acquired	Quantity in Stock	Requested Quantity*	Unit Cost*	Repair, Replace Alteration Requests*
1		STAA	10000	0	0	0	10.31	632	OT	1001	Repair some of the cabinets and counters in the offices.	3	0	NA	0	0.00	0	50,000
2		STAA	10000	0	0	0	10.33	740	OT	1000	Replacement computers on the 4 year cycle.	1	0	Aug. 2017	0	10.00	2,500	25,000
3		STAB	70000	0	0	0	10.34	764	OT	1002	Replace old copiers	3	0	7/1/2000	0	2.00	40,000	800.00

Records per page: 50

Save All Cancel All

Records: 1 - 3 of 3 - Pages: 1

The Detail tab above shows the adding of the new additions, priorities revised with the new addition, and the correction of the sum totals as well as the update in the Description from the Pencil edit.

Once Save All is selected, the Detail will update including the totals at the top of the form.

Attachment Tab:

As with most of the forms in Luma Budget, the Attachment Tab is available to attach any documentation, such as bids or estimates for any of the requests on this form.

Result

You have successfully completed the One-Time Operating & Capital Outlay (6700).

For additional training, please visit the SCO website and Luma training in the Training tab.

Date: April 9, 2021

Version 1